Study Leave guidelines for Core and Higher Speciality Doctors in Training

These guidelines are based on the HEKSS study leave guidelines. HEKSS guidelines can be viewed on the HEKSS website.

Application for study leave
An Electronic Form must be completed for all Study Leave requests, the form can be downloaded from the Medical Education Website or if requested can be emailed to you by the Medical Education team. http://www.esht.nhs.uk/medical-education/study-leave/
DO NOT print this form off for obtaining signatures. Please follow the process below.

All Study Leave must be applied for at least 6 weeks in advance. Before submitting the request, ensure the first section of the form is fully completed by yourself and that you complete your name in the signature area and date the form. The form should then be emailed to your Educational/Clinical Supervisor and, after discussing the request with you and completing their name on the form, they are required to forward the form to the Departmental Administrator. The Departmental Administrator will complete their name in the relevant box and should then email it to the email address below for processing. StudyLeave.DoctorsInTraining@esht.nhs.uk

Retrospective applications will not be considered. If you do not apply for your study leave before the study leave event, the time will be taken from your annual leave entitlement.

Study Leave will not be authorised until trainees have completed all Mandatory Training requirements. Please ensure this is noted on the Study Leave application form.

Exam dates do not count against your Study Leave allowance but the time must be applied for with a completed Study Leave form. You cannot claim Exam fees.

Trainees in Locum Appointments for training (LATs) exceeding 4 months are entitled to Study Leave pro rata.

Private (Revision) Leave is counted against your Study Leave allowance. The allocated amount of Private leave is a maximum of 5 days, this is only allowed once during the academic year.

Your Study Leave entitlement is 30 days in a full year and 15 days in 6 months. Your study leave expense allowance is dependant on your specialty and grade and this can be found below.

Study leave expense claims
If you wish to claim expenses (which will be paid after the leave takes place if approved) list the expenses on the second page of the Study Leave form, email the form to the Medical Education team and post all original receipts.

Overseas Study Leave will be funded only for SpRs/ StRs (flights not included) where they are attending a course or conference relevant to their Specialty curriculum which does not have a direct equivalent accessible to them in the UK.

Expenses appropriately incurred for study leave within the British Isles might typically include:
- registration and/or course fees for courses
- reasonable subsistence
- costs of moderate-priced accommodation, if no course is available locally
- economy/standard travel expenses, if no course is available locally.

All claims for study leave expenses must be received by the Medical Education team within 60 days of attending your course. Claims made after this date WILL NOT be processed. Claims will only be processed if an appropriate study leave form has been submitted prior to attendance at the course.

If you have attended a course you must also complete the evaluation section on the form.

**Study leave expense allowances**

£860 is allowed for twelve months and must be claimed back within two months of taking the study leave time.